

**UTAH SKILL CERTIFICATE
TESTING COORDINATOR AGREEMENT FORM**

This information applies only to tests handled by the USOE CTE Skill Certificate Program. See individual web site information for ordering other tests.

Please read and initial each section and return a signed copy to Renee Hyer no later than September 15, 2005.

1. **ORDERING:** The CTE Test Coordinator of each school is to collect test orders and fill out a consolidated order on the **current electronic online order form**. ONLY ONE test order may be submitted for each school per trimester or semester and should be received two weeks prior to the first test administration to ensure enough time for delivery. Tests for the last trimester/semester of the year must be ordered by **March 31, 2006**. Tests will be mailed prior to the first date of testing.

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2. **TEST SECURITY:** CTE Test Coordinators are to give teachers their tests on the **date the test is to be given**. The teacher is to submit a copy of the completed performance evaluation summary form for each class taking a test. Teachers are not to preview the test prior to administration. Tests are to be returned to the CTE Test Coordinator by the teacher immediately after being administered. The Test Coordinator is to count and secure all tests. Test booklets are to be returned when all the school's testing is completed. Completed headers and scans are to be returned within 5 days of administration.

An "Instructor Agreement for 2005-2006 School Year" form is to be filled out and signed by the teacher and a copy returned to Renee Hyer no later than **September 30, 2005**. The test coordinator will keep the original on file. A copy may be retained by the teacher.

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3. **SCORING:** All tests administered by the CTE Skill Certificate Program will be utilizing NCS scan sheets for student information and for recording answers. Current forms must be used. Instructors are to fill out a header sheet for EACH course administered giving the last four digits of their social security number, district/school code, test code number, and signing the Performance Certificate statement. Students are to fill in their names, periods, and social security numbers on the NCS answer sheet. Absence of any of the above information may delay or eliminate scoring. The CTE Skill Certificate Program is not responsible for incorrect bubbling by the teacher or student. The Test Coordinator will work with the Skill Certificate Program for ordering certificate reprints.

Test results and certificates will be mailed to the CTE Test Coordinator at each school.

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4. **RETURNING TESTS AND SCAN SHEETS:** Tests need to be counted and returned bundled as they were received. Student scan sheets need to be checked for correct marking assembled facing the same way with no staples and accompanied with a teacher header sheet filled in completely. Headers and scan sheets need to be returned within five days of administration; test booklets are kept and shipped when all testing is completed for trimester/semester. Responsibility for prompt return of test material is the responsibility of the Test Coordinator. The following address **MUST** be used when returning items by US Postal Service: **CTE Skill Certificate Program, PO Box 144200, Salt Lake City, UT 84114-4200**.

When shipping using another service, this address MUST be used: 250 East 500 South, Salt Lake City, UT 84111.

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5. **PERFORMANCE SUMMARY SCORE SHEET:** A one-page Performance Summary Score Sheet must be received by the Test Coordinator for each test given on the date of the test and filed for future audit. The Test Coordinator is responsible for submitting the required performance summary score sheets for the audit.

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Test Coordinator's Name _____

Signature _____

Date _____

School _____

District _____

Phone # _____ Fax # _____

E-Mail _____